



Emergency Preparedness  
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Bobby Jindal, Governor  
Suzy Sonnier, Secretary

DATE

Orders FEXTONI-ORL-001234

TORNADO JOE, 001234, Orleans

Mr./Ms. TORNADO JOE,

In accordance with La. R. S. 29:721 Governor \_\_\_\_\_ has declared a State of Emergency (insert declaration #) due to \_\_\_\_\_. DCFS Emergency Preparedness Policy 1-2 authorizes the Secretary to support the emergency preparedness goals of the state to ensure the safety and welfare of Louisiana citizens during emergencies and disasters. In addition, the policy defines the roles and responsibilities of the Department's employees in carrying out the emergency functions of mass care, housing, and human services when people are forced to leave their homes in actual or threatened emergencies and disasters. Pursuant to said policy, you are hereby advised that you are being assigned to perform the disaster duties described herein. As part of your assignment, your chain of command is being transferred to Joshua Gill, Director of Emergency Preparedness, or his designee, from which you will receive all future instructions, orders, duties and responsibilities in accordance with DCFS Emergency Preparedness Policy 1-2 until further notice. Once relieved of this assignment, you will return to your normal duties and chain of command. Until then, it is essential to the efficient operation of this mission that you adhere to the Emergency Preparedness chain of command throughout the duration of this event.

You are activated to report to \_\_\_\_\_ in support of the \_\_\_\_\_ operation. The following is specific information related to the mission:

Anticipated length of mission (start date / end date):

Site Manager:

Lodging:

Special Notes: Overtime, travel, schedule / standby, special hazards, special requirements, may be working outside

Sincerely,

Josh Gill

Director – Emergency Preparedness

JG

